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8 August 1952

TO : Chairman, CIA Career Service Board
FROM : Chairman, Working Group on Honor Awards
SUBJECT: Final Report

1. **PROBLEM.** To create an Honor Awards Program for the Central Intelligence Agency according to Tab H of the Final Report of the Career Service Committee approved by the DCI on 13 June 1952.
2. **ASSUMPTIONS.** It is assumed that:
 - a. In furtherance of the U. S. intelligence effort some individuals perform acts of valor or exemplary achievement which cannot be recognized under present CIA procedures.
 - b. Acts of valor are distinct from acts of exemplary achievement and the awards, therefore, should be different.
 - c. Acts of valor worthy of recognition are not easily separable as to degree, while acts of exemplary achievement may be measured in terms of worth of the contribution.
 - d. In addition, formal recognition of long and faithful personal service to the CIA will contribute to individual and group morale to the ultimate benefit of the Agency.
3. **FACTS.**
 - a. Military and civilian agencies recognize, by personal decoration, acts of valor and exemplary achievement.
 - b. Military and civilian agencies and private businesses recognize and make awards for long service.
 - c. The effectiveness of such decorations or awards depends to a large degree upon the standards under which they are awarded, as well as upon the recognition and appreciation accorded them.

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1. Any system of honor awards must be compatible with Agency security principles.

4. DISCUSSION.

- a. In Tab A are outlined the structure and responsibilities proposed for the CIA Honor Awards Board.
- b. In Tabs B through F are described the recommended awards for valor, exemplary achievement and longevity and their application.
- c. Although a major portion of this program could be accomplished by internal action, it is believed desirable to secure an Executive Order for the reasons set forth in Tab B.

5. CONCLUSIONS.

- a. That an Honor Awards Program including separate awards for valor, exemplary achievement and longevity should be established under the supervision of the CIA Honor Awards Board.
- b. That the awards for valor and exemplary achievement should be established by an Executive Order of the President which delegates to the Director of Central Intelligence the responsibility for making the award. (See Tab E for draft of Executive Order).
- c. That such awards should be made under circumstances appropriate to the stature of the award and be made a matter of suitable notice.
- d. That the proposed Honor Awards Program is so designed as to fulfill the needs of the CIA and at the same time be consistent with CIA security practices.

6. RECOMMENDATIONS.

- a. That a CIA Awards Program as described in Tabs A through F be established; and,
- b. That the Deputy Director (Administration) be responsible for the implementation of the program.

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Working Group on Honor Awards

cc: Assistant Director, Personnel
Assistant Deputy (Administration) for Security

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STRUCTURE AND RESPONSIBILITIES OF THE CIA HONOR AWARDS BOARD

1. Structure. The CIA Honor Awards Board will be organized as follows:
 - a. Membership. The Board will be composed of three Agency officials of the Assistant Director level or equivalent appointed by the Director upon recommendation of the CIA Career Service Board.
 - b. Term of Office. Each member will serve a 12-month term with successive new members appointed each four months. One member of the Board first appointed shall serve for four months, a second member for eight months, and the third for twelve months.
 - c. Secretariat. Secretariat support will be provided by the Secretariat of the CIA Career Service Board.
2. Responsibilities. The CIA Honor Awards Board will be responsible to the CIA Career Service Board for the following:
 - a. Ensuring that the details of the CIA Honor Awards Program are brought to the attention of all Agency personnel;
 - b. Developing of standards for awards and procedures for recommendation and determination of awards;
 - c. Reviewing, investigating, and forwarding with recommendations to the Director of Central Intelligence all award proposals;
 - d. Providing a central point of record for information regarding awards presented to CIA personnel by others;
 - e. Arranging for presentation of awards at a CIA Orientation Program and for announcement of awards in CIA Notices for distribution to all Agency personnel; and
 - f. Such additional responsibilities as may be assigned to it.

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Tab A

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THE AWARD FOR VALOR

1. The recognition of valorous deeds is traditional in both official and private endeavors in the United States. The esteem in which the military services hold the Congressional Medal of Honor and other awards for valor is well known, while in civilian life the Carnegie medals enjoy much the same prestige. This principle is not without precedent in business - the Bell Telephone Company of Pennsylvania, for instance, uses the Vail Medal to recognize outstanding acts of valor performed by its personnel.

2. The Central Intelligence Agency is not in the business of performing brave deeds; nonetheless, deeds requiring a high order of personal courage have been and will be performed in support of United States intelligence. However, to measure degrees of valor outside the usual military type of situation would be difficult, if not impossible. The clandestine nature of the events usually involved suggests that it would be appropriate to determine only that a significant act of valor has been performed. Therefore, a single valor award is proposed for presentation to CIA personnel or others who perform valorous acts in support of United States intelligence. This decoration will be known as the National Security Cross for Valor.

3. Although this decoration is intended to serve as recognition for Agency personnel, and as such could be established under Agency authority, much of its value will stem from its availability to all associated with the United States intelligence effort. Hence, military persons and others detailed to, assigned to, or associated with CIA will have equal opportunity to qualify. For this reason, establishment of the Cross for Valor should be by Executive Order of the President, which undoubtedly will enhance the prestige of the decoration and make it of greater esteem to those not employed by CIA. This, too, will do much to overcome the security implication that recipients of the Cross for Valor are personnel of CIA.

4. It is recommended that:

- a. A valor decoration be established by Executive Order for award to CIA personnel or other persons who perform valorous deeds in behalf of United States intelligence. Authorization for wear on the military uniform should be included in the Executive Order.

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- b. The decoration be known as the National Security Cross for Valor and that it be provided with a distinctive suspension ribbon, ribbon bar, and lapel button consistent with present practice for other United States decorations.
- c. The Heraldic Branch, Office of the Quartermaster General, U. S. Army, be requested to prepare appropriate designs and models for the above.
- d. The Honor Awards Board prepare and promulgate regulations governing the award of the National Security Cross for Valor.

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Tab B

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THE AWARDS FOR ACHIEVEMENT

1. The principle of recognizing outstanding performance of a non-valorous nature is deeply imbedded in the structure of American business and Government. In business life, it frequently finds its expression in added remuneration, increased responsibility, testimonials, scrolls, and the like. Security and other considerations in many cases make it impossible to apply these types of recognition to persons associated with intelligence. Furthermore, the type of performance which CIA will recognize is not readily measured in terms of dollars.

2. The anonymity demanded by our profession militates against overt forms of recognition but the effects of this anonymity should be offset by some internal means of indicating to the individual that his performance has met with the approbation of his superiors and his colleagues. The establishment of a series of graded honor awards to recognize achievement and merit seems to be the best method of meeting the problem.

3. It is therefore proposed that a series of medals be created for presentation to CIA personnel, or other persons associated with CIA whose achievement merits special recognition. The opportunities for contributing outstanding performance are present at all levels and in all areas. Hence, an award of three separate grades is believed the most fitting system. Implicit in the establishment of such a series of medals is their availability to all associated with the United States intelligence effort so that military persons and others detailed to, assigned to or associated with CIA will have equal opportunity to qualify.

4. As in the case of the award for valor, the awards for exemplary achievement can be used to recognize CIA individuals as well as persons not employed by CIA who have made important contributions to the national intelligence effort. In order to enhance the prestige of the awards, their establishment should also be by Executive Order of the President. Again, security is improved in that possession of the award does not necessarily identify recipients as CIA personnel.

5. The three medals, each with appropriate identifying ribbon, ribbon bar and lapel button, will be known as:

- a. National Security Medal for Distinguished Achievement. This would correspond to the Distinguished Service Medal used by the Armed Forces and would be awarded for the highest degree of contribution to the national intelligence effort.

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- b. National Security Medal for Exceptional Achievement. This would have a status equivalent to the Legion of Merit when awarded to the members of the United States Armed Forces and would imply a performance of high order but not of sufficient stature to warrant presentation of the National Security Medal for Distinguished Achievement.
 - c. The National Security Medal for Meritorious Achievement. The level of this decoration would be comparable to the Bronze Star Medal, Air Medal or Commendation Ribbon. It would be presented to those whose performance while outstanding and above normal expectation does not warrant bestowal of either a. or b. above.
6. It is recommended that:
- a. A series of decorations for exemplary achievement be established by Executive Order of the President for award to CIA personnel or to others whose performance meets the required standards. Authorization for wear on the military uniform should be included in the Executive Order.
 - b. The decorations be known as:
 - (1) The National Security Medal for Distinguished Achievement.
 - (2) The National Security Medal for Exceptional Achievement.
 - (3) The National Security Medal for Meritorious Achievement.and that each be provided with a distinctive suspension ribbon, ribbon bar, and lapel button consistent with present practice for other United States decorations.
 - c. The Heraldic Branch, Office of the Quartermaster General, U. S. Army, be requested to prepare appropriate designs and medals for the above.
 - d. The Honor Awards Board prepare and promulgate regulations governing the award of the three medals proposed above.

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THE AWARD FOR LONGEVITY

1. In carrying out the principles of wage administration as established throughout the Federal Service by the Congress and the Civil Service Commission, the CIA recognizes longevity or length of service by granting in-grade salary increases such as are available to all persons who come under the Classification Act of 1949. Such recognition is wholly monetary, wholly automatic, - provided performance has not been declared unsatisfactory, - and without public expression.

2. There is very wide use by industry and Government of systems for recognition of longevity that satisfy the universal need persons have to receive the approbation of their fellows. Some of these are the hash marks of the Armed Forces, the overseas service chevron and bar of World Wars I and II, the gold watch of the Eastman Kodak Company, the certificates of the Department of State and the longevity lapel emblems for the civilians of the Navy Department.

3. Because of security problems raised by the use of unclassified and uncontrolled recognition, emblems or devices, the following criteria must be applied to a CIA longevity award:

- a. It must be capable of wide publicity within the Agency and must identify the individual to his immediate circle of colleagues and associates.
- b. It must be wholly controlled within the premises of the Agency and not exploitable outside the Agency.
- c. There must be tangible, physical evidence of its existence.

4. Unclassified letters of appreciation and certificates of recognition, emblems such as watch charms, bar pins or lapel buttons, monetary awards, etc., all fail to conform in one way or another with the above criteria. A practical system that does fulfill the requirement of being controlled at all times is as follows:

- a. A classified CIA Notice listing persons who have achieved stated length of service, and
- b. A device that remains Agency property until the individual separates from the Agency, and
- c. Suitable recognition of the individual's service at a classified quarterly Orientation Program.

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5. A device,

- a. That is associated with the work of the recipient;
- b. That is an object of value to the recipient; and
- c. That already has "status" value,

would be desirable. Such a device is a single-pen, black, onyx-base pen set of the type classified as Class "B" Executive Furnishings (3-P-8075) with a plaque containing the Agency seal, appropriate numerals indicating years of service and the engraved name of the recipient. This fulfills all the criteria stated above. (The list price to the public of such a Sheaffer's pen set, without the plaque, is \$20, plus tax. In quantities to the Government, the cost would be considerably less per unit.)

6. When the recipient of such an award permanently leaves the Agency, he would be entitled to take with him as a souvenir of his service with CIA the pen set that had been issued to him. Such a practice is similar to the gift to former members of the President's Cabinet of the chairs that they used at Cabinet meetings. This would require, from a technical point of view, the writing off of the accountability of the pen set and its certification as expendable. After separation, the possession by an individual of this "documentation" of long employment by CIA is not believed to have any adverse security significance.

7. The compilation of records and the verification of names of persons who have been on duty a stated time imposes a work load on the operating Offices and the Personnel Office. This can be most efficiently handled once a year. The lists should therefore be revised as of 30 June. The number of years most usually used for longevity recognition is 10 and therefore recognition should be accorded to personnel with 10, 20, 30 years aggregate military or civilian service with CIA or its predecessor organizations, - COI, OSS, SSU and CIG, - whether by employment or by detail.

8. Persons who, for security reasons, are not in a position to have their names published in a classified CIA Notice or to be issued the inscribed pen set will be privately notified and full recognition will be accorded them when security restrictions no longer apply.

9. It is recommended that:

- a. The above system for longevity awards and the described device be approved.

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- b. The DD/A be authorized to implement this program.
- c. The Heraldic Branch, Office of the Quartermaster General, U. S. Army, be requested to prepare appropriate designs and models for the plaque referred to above.
- d. The longevity award including publication of Agency Notice, recognition at the next Orientation Program and issuance of pen set be made as soon as practicable to the persons listed in the proposed Agency Notice (See Tab F), all of whom had completed ten years' service with CIA as of 30 June 1952.

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EXECUTIVE ORDER

**National Security Cross for Valor,
National Security Medal for Distinguished Achievement,
National Security Medal for Exceptional Achievement, and
National Security Medal for Meritorious Achievement**

By virtue of the authority vested in me as President of the United States and as Commander in Chief of the Armed Forces of the United States it is ordered as follows:

1. There are hereby established medals to be known as the National Security Cross for Valor, the National Security Medal for Distinguished Achievement, the National Security Medal for Exceptional Achievement and the National Security Medal for Meritorious Achievement with accompanying ribbons and appurtenances. These medals and their appurtenances shall be of appropriate design, approved by the Director of Central Intelligence.

2. The National Security Cross for Valor may be awarded to any person, without regard to nationality, including a member of the Armed Forces of the United States, who, on or after 26 July 1947, has performed an act or service displaying conspicuous heroism in support of the national intelligence effort.

3. Any person, without regard to nationality, including a member of the Armed Forces of the United States, who, on or after 26 July 1947,

- a. Has performed distinguished service to the national intelligence effort may be awarded the National Security Medal for Distinguished Achievement.
- b. Has performed exceptional service to the national intelligence effort, but not a service of sufficient stature to warrant the presentation of the National Security Medal for Distinguished Achievement, may be awarded the National Security Medal for Exceptional Achievement.
- c. Has performed meritorious service to the national intelligence effort, but not a service of sufficient stature to warrant the presentation of the National Security Medal for Distinguished Achievement or the National Security Medal for Exceptional Achievement, may be awarded the National Security Medal for Meritorious Achievement.

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4. (a) The decorations established by this order shall be awarded by the Director of Central Intelligence or by such officer as he may designate. Awards shall be made under regulations prescribed by the Director of Central Intelligence.
- (b) Under special circumstances the decorations established by this order may also be awarded by, or at the direction of, the President to any person performing services to the national intelligence effort of the requisite nature.

5. No more than one National Security Cross for Valor, National Security Medal for Distinguished Achievement, National Security Medal for Exceptional Achievement or National Security Medal for Meritorious Achievement shall be awarded to any one person, but for subsequent services justifying an award, a suitable device may be awarded to be worn with the medal.

6. Members of the Armed Forces of the United States who are recipients of any decoration established by this order are authorized to wear an appropriate ribbon, symbolic of the award, in accordance with applicable uniform regulations.

7. The decorations established by this order may be awarded posthumously.

HARRY S. TRUMAN

The White House
August , 1952

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

August 1952

NOTICE
NO. -52

SUBJECT: Ten-year Service Personnel

1. Experience which can come only from long service is essential to the development of true competence in all of the many and varied skills necessary for successful fulfillment of our mission. It is fundamental to the growth of our Career Service that we give recognition to those who have served long and faithfully.

2. As of 30 June 1952 those CIA people named below had completed at least ten years of service with the Central Intelligence Agency and its predecessor agencies. During this period each of them has made a direct and personal contribution in the service of his country which has required constant effort, frequent personal inconvenience, and unremitting adherence to the highest standards of personal integrity and loyalty to the United States of America.

3. As Director of Central Intelligence it is my personal privilege to commend them for the wholehearted manner in which they have served in the past and to urge that they continue to provide an example for those who have followed them in choosing a career in intelligence.

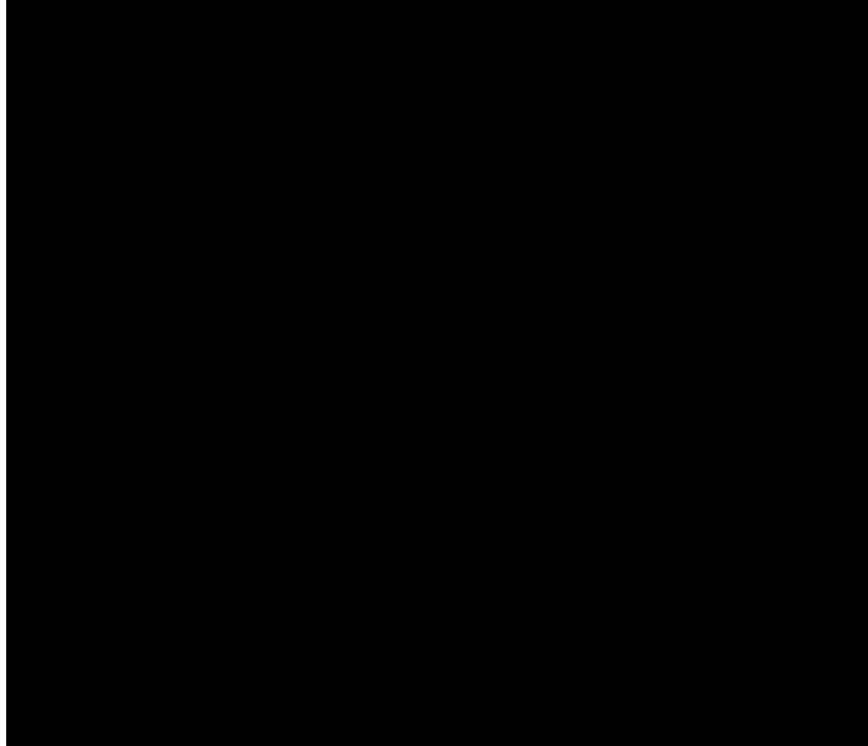
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The Central Intelligence Agency Longevity Award will be presented to each of the above named persons.

WALTER B. SMITH
Director

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ORGANIZATION AND PROCEDURE

OF THE

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WORKING GROUP ON HONOR AWARDS

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2. The Working Group made an interim report to the Career Service Committee on 5 June in order that its basic recommendations could be incorporated into the Committee's report to the DCI (See Tab H of Final Report of the Career Service Committee, dated 11 June 1952). Following the approval of that report by the DCI on 13 June 1952, and the dissolution of the Career Service Committee, the Working Group continued its consideration of unfinished business under the authority of the CIA Career Service Board.

3. Eleven meetings have been held between 26 May and 7 August. The records of the Working Group have been deposited with the Secretariat of the CIA Career Service Board.

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Appendix I

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THE HONOR AWARDS PROGRAM

1. An honor award for intelligence service should be distinguished from an incentive award for meritorious suggestion or for outstanding efficiency and economy in administration as well as from longevity recognition for long and faithful service. An incentive awards program is well established in CIA, and a system for recognition of longevity is now being considered. Awards for intelligence service do not exist. It is therefore recommended that:

- a. CIA establish a medal for presentation by the Director of Central Intelligence to any individual associated with CIA, or to any other person, who makes a notable contribution to United States intelligence activities.
- b. The design of the medal incorporate those features of the Agency seal adaptable for use in the medal and that the medal be suspended from a distinctive ribbon employing the colors of the Agency seal.
- c. Units which have contributed outstanding performance be recognized by a personal award to each member of the unit rather than a group award.
- d. There be established an Honor Awards Board, under the jurisdiction of the CIA Career Service Board, which will be responsible for reviewing recommendations concerning any honor awards in CIA, and for forwarding these recommendations to the DCI for his approval.
- e. The CIA Career Service Board give further attention to the problem of creating an Honor Awards Program.

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Appendix 2